

JOB DESCRIPTION: **PREPAREDNESS COORDINATOR**DATE: **01/31/2020**

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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Public Health | CLASSIFICATION: | 490 |
| SUPERVISOR: | Director, Public Health | SALARY RANGE: | 24 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

GENERAL STATEMENT OF DUTIES: Under the direction of the Public Health Administrator (the “Director”), develop, implement, track, coordinate and evaluate the County’s integrated public health preparedness programs, including the Public Health Emergency Preparedness Program, the Cities Readiness Initiative, and the Columbia County Medical Reserve Corps. Coordinate and supervise the Columbia County Medical Reserve Corps Volunteers. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the coordination and implementation of public health emergency preparedness standards to facilitate a safe environment across the County. Use the Centers for Disease Control’s 15 capabilities as standards to plan, operationalize, and evaluate the County’s ability to prepare for, respond to, and recover from public health emergencies and other emergencies or disasters with a public health component.

As directed, develop and monitor a work plan for the public health preparedness programs and grants. Submit to state with Director’s approval.

Manage the development, implementation, exercise and evaluation of the Public Health Preparedness Programs. Develop website, policies, plans, guidelines, procedures and manuals related to public health preparedness programs. Engage with local partners, and regional and state public health agencies to ensure that plans are developed in a coordinated manner and designed appropriately.

Incorporate health equity principles in public health emergency preparedness programs. Coordinate with other local, state and regional agencies and committees to identify at-risk individuals and vulnerable populations, including people with disabilities, which may be disproportionately affected by the most likely County incidents and public health emergencies. Revise plans, operations and community engagement appropriately.

Coordinate with other local and state governmental entities and community organizations to develop and complete regularly scheduled exercises related to public health preparedness.

Represent Columbia County at local, regional and state meetings, events and conferences, as well as committees related to Public Health Emergency Preparedness. Participate in state exercises.

Develop public health emergency preparedness training plans for Public Health Department. Track Department training.

Review state Public Health Modernization Manual and evaluate local progress on implementing the foundational capabilities titled public health emergency preparedness and assessment and

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epidemiology. Conduct surveillance of communicable diseases, including vaccine preventable diseases and emerging infectious diseases. Track utilization of prophylactic measures, including immunization rates in County. Inform community stakeholders about vulnerabilities;

When assigned, serve as a liaison with federal, state and local agencies in matters concerning public health preparedness programs. Meet with appropriate stakeholders and other entities to discuss roles and support functions relating to public health preparedness.

Promote public health preparedness through public education programs, press releases, public appearances, etc. Develop and deliver presentations to local and regional entities to improve understanding and support for local public health emergency preparedness planning.

Respond to inquiries from other agencies and the public regarding the County's public health preparedness program.

Recruit, maintain and train a corps of medical, paramedical and paraprofessional volunteers ready to support public health initiatives and respond to public health issues during disasters. Serve as meeting organizer and facilitator for the Medical Reserve Corps.

Assist in the preparation and monitoring of budgets for public health emergency preparedness programs. Record bills and prepare vouchers for payment for approval by Director. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Provide administrative support to the Department as needed. Prepare a variety of reports and records for the Department and related to the public health preparedness plans and procedures. Arrange, coordinate and attend meetings, record matters discussed and prepare minutes.

Support Director in maintaining a public health alert system and public health emergency phone line.

Continually train and improve knowledge of best practices to support the public health department during communicable disease surges, public health emergencies and other emergencies and disasters with a public health component by attending and participating in local, state and national conferences.

Follow all safety rules and procedures established for work areas. Comply with all policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position. However, this position may play a supervisory role, working closely with the Director, in relation to volunteers associated with this work.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Director who provides policy, procedure and administrative direction.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in public health, environmental health or closely related field. Three years' work experience in the public health field. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

SPECIAL LICENSES, CERTIFICATIONS: Possession of a valid driver's license and an acceptable driving record.

- Possession of certificates of completion for the following ICS/NIMS courses: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-701.a, IS-702.a, IS-703.a, IS-704, IS-706, IS-800.
- Successful completion of the FEMA Professional Development Series (PDS) or ability to complete within one (1) year.
- Must be able to travel to meetings and attend trainings that may require overnight stays.
- Must be available for 24-hour on-call response, either on or off scene, and in event of Emergency Operations Center activation.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of public health principles and practices related to prevention, education and community awareness. Knowledge of local, state and federal rules and regulations concerning public health. Knowledge of methods and techniques of adult learning and training design. Knowledge and ability to prepare training/exercise and other materials and make effective presentations. Knowledge of granting writing and project management. Knowledge of public health surveillance systems.

Skill in the operation of various software applications programs, including word processing, spreadsheets and electronic mail. Skills in organization and project management.

Ability to express ideas effectively, verbally and in writing. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public. Ability to effectively coordinate/supervise volunteers. Ability to maintain confidentiality of sensitive information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are usually minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking

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and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usually work in a general office environment. Position is potentially subject to call back due to emergency situations. Working hours may be extended and highly stressful during an emergency situation. The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to participate in program events or to respond to disaster events.